

783004/23/03

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PLANNING TECHNICIAN**

**DEFINITION**

Under close to general supervision, to perform entry level technical and para- professional work in the field of urban planning and zoning administration; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the para -professional class in the Planning Series. Incumbents in this class are initially considered to be in a training status and work assignments are generally limited in scope. Employees in this class may be rotated throughout the Planning Department's various divisions in order to gain experience in the various aspects of planning. As experience is gained, incumbents are expected to perform more complex tasks and assignments of limited to moderate difficulty within the design and framework established by higher level management staff. As experience is acquired, the employee performs with increasing independence. Appointment to the higher class of Assistant Planner requires that the employee meet the qualification requirements for the class and apply through the competitive process.

**REPORTS TO:** Higher level Planners, or Administrative Services Manager, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from higher level Planners or Administrative Services Manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Assist in the analysis and interpretation of social, economic, population, and land use data and trends; assist in the preparation of written reports on various planning and environmental matters.
- Compile basic information and make recommendations on special studies of a limited scope.
- Research and draft ordinances for review with supervisor.
- Review basic re-zoning, variances, conditional use permits, design review, and other similar planning related applications; assist with preparing legal notices to public hearings; assist with preparing reports pertaining to advisability and permissibility of the requests; confer with property owners and petitioners regarding effect and implications of zoning and development actions.
- Review basic building plans and other development related applications, for conformance with appropriate regulations and conditions of approval for a specific case.
- Assist the general public by providing basic information on zoning and General Plan matters and development related case processing information.

## QUALIFICATIONS

### Knowledge of:

- Basic principles and practices of urban planning.
- Current literature, information sources, and research techniques in the field of urban planning.
- Personal computer operation and relevant software applications.

### Ability to:

- Analyze, organize and systematically compile technical and statistical information, and to prepare routine reports.
- Ability to read building plans, site plans, building elevation plans and grading plans.
- Communicate clearly and concisely, orally and in writing.
- Work effectively in a high volume, fast paced environment.
- Provide superior customer service.
- Operate a personal computer and applicable software programs.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience and Education:

Equivalent to the completion of two years of college (60 semester units or 90 quarter units) toward a Bachelor's Degree from an accredited college or university in Planning or a related field considered to be useful in City Planning work. A Bachelor's Degree is desirable. No experience required, however, the completion of a planning related student internship is highly desirable.

**MEDICAL CATEGORY:** Group 1

## CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Planning Technician

**TO:** Assistant Planner

**TO:** Associate Planner